Humboldt County Department of Health & Human Services
People helping people live better lives

Administration
Connie Beck, Director
507 F Street, Eureka, CA 95501
phone: (707) 441-5400 | fax: (707) 441-5412

Date: June 26, 2024

To: Casey Gleason, Eligibility Specialist III

From: Connie Beck, Director

RE: Assignment of Supervisor's Duties

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of the Eligibility Supervisor as the current Eligibility Supervisor is out on leave. This assignment is effective July 08,2024 and ending August 2, 2024; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to Eligibility Supervisor. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation until the incumbent returns.

I appreciate your willingness to assume this role and encourage you to contact Ryan Bishop should you have any questions or concerns throughout this assignment.

Connie Beck

Connie Beck, Director

[signature] on behalf of Zach O'Hanen

Zach O'Hanen, Human Resources Director

cc: Personnel Files (2)